



# DIFP

Department of Insurance, Financial  
Institutions & Professional Registration



## CAREER OPPORTUNITY

### Real Estate Examiner I

Open opportunity for an individual with knowledge of accounting and auditing principles and practices; Missouri Real Estate regulations; and real estate industry standards. Successful candidate should have the ability to apply principles of logical thinking to define problems, collect data, establish facts and reach valid conclusions while interpreting an extensive variety of accounting and management information; apply interviewing techniques to solicit pertinent information; communicate effectively; and prepare clear and concise reports.

Screening to begin on May 9, 2016

#### Position Details

This position is responsible for conducting periodic or special financial examinations of real estate brokers for adherence to regulations, reconciliation of accounts and fiduciary responsibility; assessing business documents and procedures for fraud, malfeasance, or work practices that violate regulations; reviewing management agreements and apportionment requirements; and for assuring funding for security deposits is adequate. The successful candidate will be responsible for examining transactions to determine possession and trail of funds; documenting the irregular or untimely movement of money; reconciling and evaluating the handling of earnest moneys, escrow accounts and other funds collected; and evaluating rental or listing agreements for compliance with rules and regulations. The percentage of travel will depend on the location of the candidate.

#### Qualifications

Bachelor's degree from an accredited college with a minimum of six credit hours in Accounting, Finance or Auditing. (Technical experience in these areas may substitute on a year-for-year basis for deficiencies in required education).

#### Necessary Special Requirement

- Must complete and pass the Real Estate Salesperson course and examination within six months of appointment.
- Must be a Missouri resident or willing to relocate to Missouri.
- Must possess or acquire a valid Missouri driver's license.

#### Professional Registration - Missouri Real Estate Commission

Located in Kansas City area-Work from home. Extensive local travel. Occasional overnight travel. State vehicle provided.

Starting Salary: \$29,976 - \$31,512

Full-Time Position

### Why DIFP?

Work that matters

Utilizes cutting-edge technology

3 weeks of paid vacation

3 weeks of paid sick leave

Affordable health insurance with wellness incentives

Retirement plan

Tuition reimbursement

Training and continuing education provided to employees

#### Interested in Applying?

Send a copy of your cover letter, resume, copy of official transcripts, and three professional references to:

Missouri Real Estate Commission  
Attn: Real Estate Examiner I  
P.O. Box 1339  
Jefferson City, MO 65102  
Fax: 573-751-2777  
Email: realestate@pr.mo.gov